



BYLAWS

OF THE

GRADUATE STUDENT GOVERNMENT

UNIVERSITY OF MARYLAND COLLEGE PARK

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TABLE OF CONTENTS

ARTICLE I:	EXECUTIVES.....	3
ARTICLE II:	ASSEMBLY	11
ARTICLE III:	IMPEACHMENT.....	16
ARTICLE IV:	GOVERNANCE BOARD.....	20
ARTICLE V:	STANDING, AD HOC AND LEADERSHIP COMMITTEES	22
ARTICLE VI:	ELECTIONS CODE	27
ARTICLE VII:	FINANCIAL POLICIES AND PROCEDURES	37
ARTICLE VIII:	GRADUATE LEGAL AID	58
ARTICLE IX:	AMENDMENTS TO THESE BYLAWS.....	62

MAJOR REVISIONS

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Article I: Executives

Section 1: Executive Board

Art. I §1.A Offices of the Executive Board, also known as the Executive Committee, are defined in the Constitution and all officers, excepting the President, shall be elected by the Graduate Student Assembly. The GSG President is elected by the general voting membership of the GSG, also known as the graduate student body.

Art. I §1.B All officers and staff members of the Executive Board, as well as all non-executive staff of the GSG, shall be currently enrolled graduate students at the University of Maryland, College Park, and must remain enrolled and active for the duration of their term, as described in the Constitution.

Art. I §1.C The Executive Board shall carry out all policies of the Assembly, as well as use its own discretion to act in the best interests of graduate students.

Art. I §1.D Members of the Executive Board (Executives) shall be ex-officio, non-voting members of the Assembly, with the exception of the Vice President for Legislative Affairs & Speaker of the Assembly, who shall exercise a tie-breaking vote and all other rights and privileges accorded to the Presiding Officer by the parliamentary authority; in the event that the Speaker of the Assembly responsibility is delegated to another member of government, this tie-breaking presiding power shall remain solely with the Vice President for Legislative Affairs. Executives shall be allowed, after proper recognition, to request a Main Motion or Subsidiary Motion be made by any Representative or by a specific Representative, but they may not make such a motion themselves. Executives shall be allowed to make Incidental Motions, with the exception of a Motion to Suspend the Rules, which is the exclusive privilege of the Assembly.

Art. I §1.E Each Executive shall present a report to the Assembly at regularly scheduled meetings as directed by the Assembly. Additionally, a written copy of the report should be submitted for inclusion in the minutes.

Art. I §1.F Executives shall carry out all duties and responsibilities as directed by the Assembly.

Art. I §1.G Executives shall perform such additional duties as the President may assign them in the administration of the Executive Board, with a majority approval of the Executive Board membership.

Art. I §1.H Any Executive who seeks to resign from their elected position shall give notice to the Assembly in person, or if not possible, through email and, when possible, assist with the transition of their position to a new officer. If at any point during their term an Executive, for any reason, is found to no longer meet eligibility requirements, then that executive position shall immediately become vacant, and shall be filled according to the procedures set forth in Article 6.17. Exceptions to this resignation procedure are outlined in Article 4.

Art. I §1.I Any Executive who is removed from office or from their staff position by an impeachment proceeding shall be barred from holding any office or staff position within the GSG for no less than one complete legislative session.

Art. I §1.J The incoming President shall be responsible for hiring the GSG Executive Staff (Director of Operations, salaried; Chief of Staff, hourly), in consultation with the incoming Executive Board, who must approve the hires by a majority vote.

Art. I §1.K Presidential Incapacity and Succession

Art.I §1.K (1) If the President is aware they will not be able to discharge a specific presidential duty set forth in these Bylaws, they may delegate said duty to another elected member of the GSG or to paid GSG Executive Staff. Individual presidential duties set forth in the Constitution of the GSG may not be delegated this way. The President must report any delegation to the Assembly.

Art.I §1.K (2) If, for any reason, the office of the President becomes vacant, or the President is unable to discharge their duties, the Vice President for Legislative Affairs & Speaker of the Assembly shall serve as President, as described in Article 3.3.A of the Constitution.

Art.I §1.K (3) Whenever a majority of the Executive Board shall transmit to the Presiding Officer of the Assembly their written declaration that the President is unable to discharge the powers and duties

of their office, the Vice President for Legislative Affairs & Speaker of the Assembly shall immediately assume the powers and duties of the office as President pro tempore. Should the office of Vice President for Legislative Affairs & Speaker of the Assembly be vacant, the Executive Board shall appoint, by majority vote, one of their members to serve as President pro tempore. Thereafter, when the President transmits to the Presiding Officer of the Assembly their written declaration that no further inability exists, they shall resume the powers and duties of the office.

Art.I §1.K (4) In the event that a President pro tempore serves for a period of more than one month, they shall be financially compensated from the GSG treasury for their service at a rate determined by the Assembly.

Art. I §1.L The GSG President shall be titled as The President of the Graduate Student Government.

Art. I §1.M All members of the GSG Executive Board shall participate in a formal onboarding process the academic semester prior to the beginning of their terms. This will include the current/outgoing GSG Executive Board as well as the incoming GSG Executive Board.

Art. I §1.N This onboarding shall take place whenever there is a newly elected or appointed Executive Board member.

Art. I §1.O When the General Election takes place in spring, this will be a full onboarding session. For executives elected or appointed in between General Elections, a smaller formal onboarding must take place.

Art.I §1.O (1) New members of the Executive Board are required to review the past annual reports from the previous Executive Board.

Art.I §1.O (2) New members of the Executive Board are required to review the duties and responsibilities of their position in the Constitution and Bylaws.

Art. I §1.P This onboarding process shall be scheduled by and led by the current/outgoing Executive Board.

Art. I §1.Q The onboarding program should include participation from the Graduate School Dean and Assistant Dean, the GSG Advisor(s), the Director of Stamp Student Union, The Student Organization Resource Center Business Manager, the Graduate Student Legal Aid Director, the Vice President for Student Affairs and the University President's Office.

Art. I §1.R The time commitment for newly elected GSG Executive Board members will be for no more than 8 hours prior to the commencement of the official annual term beginning on July 1.

Art. I §1.S Each outgoing Executive Board member must provide a memo in conjunction with the standard transitional materials (handbook, files, etc.) intended to guide new Executive Board members on the most needed and relevant aspects of their role.

Art. I §1.T The onboarding process for those elected in the spring General Election must be completed prior to the end of the spring academic semester.

Section 2: Duties and Responsibilities of the President

The President shall be the Chief Executive Officer of the organization and the Chair of the Executive Board. The duties and responsibilities of the President, in addition to what is outlined in Article 3 of the Constitution, shall be to:

Art. I §2.A Call for a referendum of the graduate student body when directed to do so by a two-thirds vote of the Assembly's total present and voting membership.

Art. I §2.B Nominate delegates to those campus organizations that provide the GSG a seat, or other University bodies, when asked to do so by the appropriate authorities. The terms of appointments shall coincide with the term of the appointing officer. All delegates are strongly encouraged, though not required, to attend meetings of the Assembly. All delegates shall provide reports to the Executive Committee at least once each semester. The President has the authority to remove delegates by a majority vote of the Executive Committee.

Art. I §2.C Investigate relevant cross-campus policies and programs, which pertain to graduate student life, welfare, inclusion, and those related to academic and professional development of graduate students.

Art. I §2.D Proactively work with the Office of Student Affairs and Graduate School to gather information and provide feedback on academic and student life policies that impact graduate students.

Art. I §2.E Ensure GSG remains active at the campus, University System of Maryland, state, and national levels to keep GSG informed and involved in graduate student advocacy efforts, and to maintain knowledge of key resources.

Section 3: Duties and Responsibilities of the Vice President for Legislative Affairs & Speaker of the Assembly

The duties and responsibilities of the Vice President for Legislative Affairs, in addition to what outlined in Article 3 of the Constitution, shall be to:

Art. I §3.A Serve, with voting rights:

Art.I §3.A (1) As Chair of the Rules Committee; and,

Art.I §3.A (2) As Chair of the Legislative Action Committee; and,

Art.I §3.A (3) As a member of the Elections Committee.

Art. I §3.B Oversee preparation and dissemination of minutes from Assembly meetings.

Art. I §3.C Prepare, in consultation with the Executive Committee, a schedule of Assembly meetings for each legislative session, to be called the GSG Assembly Meeting Calendar.

Art. I §3.D Cast a tie-breaking vote in the Assembly.

Art. I §3.E Maintain a roster of all current Representatives and a list of all active programs.

Art. I §3.F Ensure that an accurate list of all attendees at meetings of the Assembly is recorded and preserved.

Art. I §3.G Act as the GSG liaison to the Graduate Assistant Advisory Council.

Art. I §3.H Maintain a roster of all current Program Representatives and a list of all active graduate programs for the purposes of tracking program

vacancies and the enrollment status of Program Representatives.

Art.I §3.H (1) Upon learning and verifying that a Program Representative is no longer enrolled in credits toward completion of a graduate program, or in the case of students graduating prior to the end of the academic year in which their graduation takes place, the Vice President for Legislative Affairs & Speaker of the Assembly shall declare that position vacant and notify the Elections Committee of the vacancy.

Art.I §3.H (2) Upon learning and verifying that a graduate program is no longer active as determined by the Graduate School, the the Vice President for Legislative Affairs & Speaker of the Assembly shall notify the Elections Committee of the change in status and strike the previously allotted program seats from the Assembly upon the close of the annual legislative session or the next vacancy of said seats, whichever comes first; if the change in program status occurs between legislative sessions, then the striking of the seats shall happen before the start of the next legislative session, and any representatives elected by the eliminated program will be notified that they will not be seated.

Art. I §3.I Draft a report at the end of each year that includes, but is not limited to, metrics which detail the open program slots filled during the year, number of representatives elected in the general election, and number of graduate students voting in the general election.

Art.I §3.I (1) This report shall be submitted to the incoming Executive Board, as well as to the GSG elections advisor as defined in 6.2.A.4 of this document, prior to the end of the spring semester.

Section 4: Duties and Responsibilities of the Vice President for Financial Affairs and Student Fee Matters

The duties and responsibilities of the Vice President for Financial Affairs and Student Fee Matters, in addition to what is outlined in Article 3 of the Constitution, shall be to:

Art. I §4.A Oversee the financial affairs of the GSG in accordance with the Financial Policies and Procedures specified in Article 7 of this document.

Art. I §4.B Serve as the Chair, with voting privileges, of the Budget and Finance Committee (BFC).

Art. I §4.C Act as the primary liaison for the GSG for the Committee for Review of Student Fees (CRSF) Process. This includes collaboration with the Student Government Association (SGA), Residence Hall Association (RHA), and the Graduate School.

Art.I §4.C (1) Appoint program representatives to all Student Fee Advisory Committees.

Art.I §4.C (2) Within the first two months in office, meet and confer with each fee unit. Compile fee proposals and share with notice to the Assembly for feedback. Such notice shall be provided electronically unless time allows for in person delivery at a regularly scheduled meeting of the Assembly. Feedback should be recorded in a format delineated by the fee unit for clarity in the CRSF process.

Art.I §4.C (3) Record and create a synthesized report of fee proposals to be disseminated to the Assembly for input prior to the main CRSF meeting.

Art. I §4.D Maintain regular contact with registered graduate student organizations regarding GSG business, funding opportunities, and possibilities for partnership, as directed by the Executive Board.

Section 5: Duties and Responsibilities of the Director of Operations

The Director of Operations shall be the Executive Director and chief administrator of the organization. The duties and responsibilities of the Director of Operations shall be to:

Art. I §5.A Oversee the organization and its resources, including the maintenance and operation of the GSG Offices.

Art. I §5.B Administer, on behalf of the Executive Board and Assembly, the financial accounts of the organization in consultation with the Vice President for Financial Affairs & Student Fee Matters.

Art. I §5.C Maintain documentation of all GSG long-lived property and ensure all property has appropriate labeling. Track consumables and gift items purchased by GSG. Present an inventory report to the Executive Board

within the last four weeks of the semester. No GSG property may be removed from its documented location, unless mobility is a part of the item's application (e.g. laptops, tablets, etc.).

Art. I §5.D Administer the Event Funding Request (EFR) process in accordance with the directives of the Assembly and the Budget and Finance Committee.

Art. I §5.E In consultation with the Committee Chair, administer the programming and support the operations of the Community Development Committee.

Art. I §5.F Serve as an Ex-Officio, non-voting member of the Executive Board.

Art. I §5.G Attend all meetings of the Assembly and assist the Vice President for Legislative Affairs & Speaker of the Assembly in the administration of that body.

Art. I §5.H Carry out such other duties and responsibilities as the Executive Board, Leadership Committee, and Assembly may see fit to require in the administration of the organization.

Art. I §5.I Use appropriate channels to communicate the work of the GSG with the campus community and beyond.

Art. I §5.J Act as the administrator of all GSG social media accounts.

Art. I §5.K Act as the Webmaster for the GSG website.

Art. I §5.L Maintain the GSG website regularly.

Art. I §5.M Serve as the primary point of management for all hourly and salaried staff members currently employed by the GSG, including contractors, unless otherwise specified in this document or in the Constitution.

Art. I §5.N Serve as the chair of the GRAD Committee.

Section 6: Duties and Responsibilities of the Chief of Staff

Art. I §6.A Oversee and coordinate the functioning of standing and ad hoc committees of the GSG and report to the Executive Board.

Art. I §6.B In consultation with the Director of Operations, maintain GSG email lists and other IT resources except those used by the Governance Board for internal discussions and those used by the Elections Committee during active elections to provide voter privacy.

Art. I §6.C Oversee the staffing of standing and ad hoc committees as described in Article 5 of this document.

Art. I §6.D Serve as a liaison to graduate student members appointed to external committees.

Art. I §6.E Serve as an Ex-Officio, non-voting member of the Executive Board.

Art. I §6.F Act as a liaison between the Executive Board and Leadership Committee, as described in Section 5.1 of this document. The Chief of Staff will meet monthly with all committee chairs, ensuring all committees meet regularly and have resources needed.

Art. I §6.G Under the direction of the Director of Operations, serve as the primary event coordinator and point of contact for the Graduate Research Appreciation Day (GRAD) event hosted annually by GSG, for a number of hours and at an extra rate of compensation as set by the GSG annual budget, as well as serve as a member of the GRAD Committee.

Section 7: Attendance Standards

Art. I §7.A Executives shall attend all meetings of the Assembly. Should an absence be unavoidable, Executives shall communicate their report, in written or electronic form, to the Presiding Officer of the Assembly, who shall ensure it is presented at the meeting, if requested by the Assembly.

Art. I §7.B Missing three regularly scheduled Assembly meetings, without appropriate notice or action as outlined in Article 2.1, shall automatically result in a charge of Neglect. At the first regularly scheduled Assembly meeting following an Executive's third absence, the Assembly shall vote on whether to initiate impeachment proceedings against said Executive, according to the procedures set forth in Article 3. Before the Assembly's

vote, the Executive shall be permitted an opportunity to explain their absences, and answer questions from the Assembly. Should the motion to impeach not carry, the Assembly has the right to consider impeachment charges against the Executive following any subsequent absence from a regularly scheduled Assembly meeting.

Article II:

Assembly

Section 1: Roles of Representatives

Art. II §1.A Representatives should serve on at least one standing or ad hoc committee of the Assembly. Committee membership shall be assigned by the Chief of Staff as specified in Article 4.

Art. II §1.B Representatives should be aware of issues on the agenda prior to Assembly meetings and are expected to engage in communication with their departments on such issues. Representatives are encouraged to caucus with members of their department prior to Assembly meetings.

Art. II §1.C Representatives should attend, participate in discussion, and vote at regularly scheduled Assembly and committee meetings. In cases where absence from an Assembly meeting cannot be avoided, Representatives are encouraged to designate proxies. In such instances, the Representative should transmit, by written or electronic communication, the name of the individual serving as their proxy to the Vice President for Legislative Affairs. The proxy must be a currently enrolled graduate student from the same program as the absent Representative, and the transmission of the proxy's name must take place sufficiently in advance of the meeting for the Vice President for Legislative Affairs to verify that the individual meets these criteria. Proxy representatives shall have the same rights and privileges as the Representative they are temporarily replacing; individuals cannot hold more than one proxy vote at a given time. Further, current representatives cannot serve as a proxy representative.

Art. II §1.D Representatives should engage in bi-directional communication with constituents, both informing them of ongoing GSG business and soliciting concerns and ideas.

Art. II §1.E Representatives should be familiar with the Constitution and Bylaws of the GSG, and to ensure that the provisions in these documents

are observed.

Art. II §1.F If a Program Representative, for any reason, finds that they are no longer enrolled in their degree-granting program, then they shall notify the Executive Board and resign from the Assembly; failure to do so may result in disciplinary action up to and including disqualification from holding future office at the discretion of the Assembly.

Art. II §1.G Any Representative who seeks to resign from their elected position should give notice to the Vice President for Legislative Affairs and Speaker of the Assembly and, when possible, seek a replacement candidate(s) from their program and assist with the transition of their position. Representatives shall communicate their intent to resign, in written or electronic form, to the Vice President for Legislative Affairs and Speaker of the Assembly who should include this information in their next monthly assembly report.

Art. II §1.H All Representatives should conduct themselves in a courteous and respectful manner. Questioning the motives or integrity of other members is strictly out of order.

Section 2: Attendance Standards

Art. II §2.A A Representative who cannot regularly attend Assembly or committee meetings should resign their position and is encouraged to seek a replacement from their program.

Art. II §2.B If the Vice President for Legislative Affairs and Speaker of the Assembly determines that a Program Representative is unresponsive, the VPLA shall remove the Representative from the roster of Program Representatives by unanimous vote of the executive officers, notify the Representative of their removal, and inform the Elections Committee of the new vacancy. The removal shall be communicated to the Assembly in the next monthly report of the Vice President for Legislative Affairs and Speaker of the Assembly.

Art. II §2.C Any Program Representative (Representative) who is removed from their role shall be barred from holding any office within the GSG for no less than one complete legislative session.

Section 3: Legislation

Art. II §3.A The Assembly shall be empowered to pass legislation.

Art. II §3.B Legislation may be in the form of Resolutions, which express the opinion of the Assembly, or Acts, which concern the governing documents of the GSG or its budget.

Art. II §3.C Legislation must be authored by elected members of the GSG and must be sponsored by at least one additional Graduate Student.

Art. II §3.D Legislation must be submitted to the Rules Committee no fewer than ten business days before the Assembly meeting at which the submitter wishes for the motion to be considered.

Art. II §3.E In cases where the legislation includes reallocation of GSG funds across budget line items, it must be submitted to the Budget and Finance Committee no later than fifteen business days before the Assembly meeting at which the submitter wishes for the motion to be considered. An affirmative vote of a majority of the Budget and Finance Committee shall be required before any such motion is submitted to the Rules Committee.

Art. II §3.F The Assembly reserves the right to discharge any pending legislation from the Rules Committee or Budget and Finance Committee and bring it forward for immediate consideration by the entire Assembly by a two-thirds majority vote of the voting Representatives present.

Art. II §3.G Any item of legislation passed by the Assembly may specify a date upon which it becomes null and void. Executive Orders passed during any given legislative session shall become null and void at the conclusion of said session.

Art. II §3.H When a recorded vote is held on a Primary Motion, the results shall be documented within official Assembly meeting minutes, unless the vote occurs via secret ballot or in executive session. The votes will be recorded by program name, rather than individual representative names.

Section 4: Legislative Session

The legislative session for the GSG shall run from August 16 through May 31.

The Assembly shall be considered in recess during the months of June and July.

Section 5: Non-Program Representatives and Others

Art. II §5.A Non-program Representatives shall be defined as representatives from graduate-majority organizations that are not graduate programs.

Art. II §5.B Non-program Representatives may participate in Assembly upon receipt by the VPLA of a letter from the organization they represent, signed by two of its officers.

Art. II §5.C Non-program representatives of graduate-majority organizations shall not have voting rights but may contribute freely and openly to the Assembly after recognition by the Vice President for Legislative Affairs & Speaker of the Assembly.

Section 6: Parliamentary

Art. II §6.A The Vice President for Legislative Affairs & Speaker of the Assembly may appoint a parliamentarian to act as an impartial advisor and expert on parliamentary procedure during Assembly meetings.

Art. II §6.B Maintains and exercises a firm understanding of Robert's Rules of Order and the GSG Governing Documents.

Art. II §6.C At the first meeting of the Assembly each semester, provides a short presentation for all new GSG members to understand the basics of parliamentary procedure.

Art. II §6.D Serves as an Ex-Officio, non-voting member of the Assembly.

Section 7: Authorization to Attend Assembly Meetings Electronically

Art. II §7.A A Representative who is physically unable to attend an Assembly meeting may request an electronic audio-only or audio-video connection to the rest of the Assembly. The Representative should transmit this request, by written or electronic communication, to the Vice President for Legislative Affairs and Speaker of the Assembly at least one week prior to the scheduled meeting to allow for the proper technology setup.

Art. II §7.B The electronic communication method used must allow the opportunity for simultaneous aural communications among all participating members equivalent to those of meetings held in one room or area. Remote participants can only be muted if they have the ability to unmute themselves.

Art. II §7.B (1) If the presence of the member attending electronically is required for the presence of a Quorum, that member must be using bi-directional video communication in addition to audio in order to show active participation in deliberations.

Art. II §7.C Program Representatives do not have a right to participate electronically if it is not feasible for the Vice President for Legislative Affairs & Speaker of the Assembly and the Director of Operations to accommodate them due to technical issues, lack of sufficient notice, or any other reason.

Art. II §7.D Electronic participation options do not replace required attendance for in-person meetings without prior approval. At least half of the Quorum must be in the one room or area in which the meeting is held. This requirement will not apply if emergency conditions (such as epidemics/pandemics, quarantine or extended weather emergency) apply to the entire campus, preventing any gathering up to the size of half the number of representatives required for Quorum.

Article III: Impeachment

Section 1: Cause

The Assembly, by a majority vote of its total present and voting membership, may initiate impeachment proceedings for any just cause, including, but not limited to, neglect, unsatisfactory performance, or misrepresentation of duty against appointed or elected officers of any class, branch, or department of the GSG.

Art. III §1.A The charge of Neglect is defined as failure to perform basic duties as outlined in the GSG Constitution and Bylaws. Criteria by which Executives' absenteeism may constitute Neglect are dealt with in 1.11.

Art. III §1.B The charge of Unsatisfactory Performance is defined as any partial performance of basic duties that is judged to be significantly below that of the expected performance.

Art. III §1.C The charge of Misrepresentation of Duty is defined as actively attempting to mislead the Assembly or the graduate student body, or any part thereof, in matters of GSG governance; and/or serving badly as a Representative according to the judgment of one's peers.

Section 2: Proceedings

Art. III §2.A Upon the approval of impeachment proceedings, the question of impeachment shall be forwarded to the Governance Committee.

Art. III §2.B The Governance Committee shall be charged with the unbiased investigation of all matters related to the impeachment charges.

Art.III §2.B (1) The Governance Committee shall conclude whether the impeached party should be formally indicted on the charges as brought forth by the Assembly, and shall formulate, for the Assembly, a recommendation to either proceed with or terminate impeachment proceedings.

Art.III §2.B (2) The Governance Committee shall be charged with the duty of disclosing to the impeached party the timelines and processes involved in any potential impeachment hearing of the committee and the Assembly. This shall include the distribution of these impeachment protocols to the impeached party.

Art.III §2.B (3) The investigation shall consist of no less than an interview with the impeached party with representation or a witness pending notification of the committee, an interview with the impeaching party, and the gathering of supporting documentation and other such evidence to be presented to the Assembly. If any of the above-mentioned parties are unavailable for an interview, that information can be taken into account and should be presented to the Assembly.

Art.III §2.B (4) The committee shall present a copy of its findings and recommendations to the accused party and the impeaching party no less than twenty-four hours before an anticipated presentation of said findings before the Assembly.

Art. III §2.C Impeachment proceedings shall commence at the next regularly scheduled meeting of the Assembly. By majority vote of all Governance Committee members, the committee may appeal to the Assembly for an extension of the investigation period, not to exceed 28 days or the duration until the next Assembly meeting, whichever is greater. If such an appeal is met favorably by a majority vote of the Assembly, impeachment proceedings shall commence at the next regularly scheduled meeting of the Assembly following the end of the extension period. Such an extension

should be avoided unless judged to be absolutely necessary to the work of the committee.

Art.III §2.C (1) At said meeting of the Assembly, a designee of the committee shall present the findings of the investigation, with a recommendation to proceed with or terminate impeachment proceedings. This recommendation shall be considered a question for debate and shall be decided by a simple majority of the Assembly's present and voting membership. The committee's recommendation shall take the following form: "After considering evidence in the form of corroborated personal communications with the involved parties, and any other additional evidence made available to the committee, and after considerable deliberation, it is the decision of this committee to formally recommend that the Assembly [insert recommendation]."

Art.III §2.C (1.a) Dismiss: Dismiss the [insert member's official title] of all impeachment charges.

Art.III §2.C (1.b) Impeach: Indict the [insert member's official title] for impeachment under the charge(s) of [insert formal charge(s)].

Art.III §2.C (1.c) Dismiss the charge(s) of [insert dismissed charge(s)], and to formally indict the [insert member's official title] for impeachment under the charge(s) of [insert formal charge(s)].

Art.III §2.C (2) Members of the committee wishing to dissent from the majority opinion may present to the Assembly a written dissenting opinion submitted to the VPLA.

Art.III §2.C (3) If the Assembly elects to proceed with the impeachment, the Assembly shall immediately enter executive session and shall conduct an impeachment trial.

Art.III §2.C (4) The impeachment trial shall be presided over by the Assembly's Presiding Officer. The individual/s bringing impeachment charges shall serve as the prosecution and the impeached party shall be charged with mounting their defense. The impeached party has the right to be aided in their defense

by counsel. Counsel can be an attorney or not, but must be a member of the Assembly, unless the Assembly, by majority vote, agrees to permit counsel who is not a member to act in this capacity.

Art.III §2.C (5) At the conclusion of the trial, the Assembly shall engage in debate and vote upon the question of removing the impeached party from office.

Art.III §2.C (6) The Assembly, by a three-fourths vote of its present and voting membership, shall remove the impeached party from their position(s). If a party is removed from office, they shall be barred from attending meetings of any branch of the GSG for no less than one full legislative session, unless invited by said branch.

Art.III §2.C (7) At the conclusion of the impeachment proceedings, the assembly, with a majority vote, may decide to make the committee report, pertaining to the impeachment investigation outcome, public as is, or amend it.

Art. III §2.D If, through the course of investigation, the Governance Committee finds that the impeachment proceedings are dependent on pending legal matters, the situation shall be reported to the Assembly. The Assembly, by a majority vote of its total present and voting membership, shall then decide whether or not to continue the impeachment proceedings.

Art. III §2.E If, through the course of investigation, the impeached party shall decide to resign, the resignation must be submitted to the Governance Committee. Upon receiving the resignation, the committee may decide one of the following:

- I. Accept and conclude the investigation
- II. Reject and continue the investigation
- III. Accept but continue the investigation

Art.III §2.E (1) In any of these cases, the committee shall communicate their decision in writing with the Assembly prior to the next scheduled meeting.

Art.III §2.E (2) If the committee shall decide to accept but continue the investigation, they shall submit the outcome of their investigation to the Assembly in the next scheduled meeting and the Assembly may accept the outcome with a simple majority vote and conclude the impeachment proceedings.

Art.III §2.E (3) If the impeached party shall decide to resign during the investigation and the committee accepts the resignation, they shall be barred from attending meetings of any branch of the GSG indefinitely, unless invited by said branch.

Section 3: Conflict of Interest

Any impeached member of the Governance Committee must recuse themselves from any participation in an impeachment investigation.

Article IV: Governance Board

Section 1: Composition

Art. IV §1.A The Governance Board, also known as the Governance Committee, shall be composed of seven graduate students as outlined below, to be selected and confirmed no later than by the conclusion of the second regular session of the Assembly:

Art.IV §1.A (1) One Executive, elected by the Executive Committee;

Art.IV §1.A (2) Three Representatives, elected by the Assembly; and

Art.IV §1.A (3) Three other currently enrolled graduate students, who are not elected members of the GSG, appointed by the President. The President may not serve on the Governance Committee.

Art. IV §1.B Members of the committee shall be selected by the conclusion of the first regular meeting of the Assembly.

Art. IV §1.C The Assembly shall select members of the committee by nomination from the floor. In the event that there are more than three nominees, the Assembly shall select from among them using the procedures outlined in Article 6.17.

Art. IV §1.D The term of the committee shall be concurrent with the legislative session.

Art. IV §1.E Members are expected to remain part of the Governance Board throughout the investigatory period of impeachment proceedings.

Art. IV §1.F In the event of a vacancy, the position shall be filled at the earliest possible time. If the vacancy occurs in an appointed seat during an Impeachment investigation, the chair of the committee in consultation with committee members shall appoint temporary new members.

Section 2: General Procedures

Art. IV §2.A The committee's first order of business at the beginning of each session shall be to meet for the purposes of selecting a chair and reviewing and agreeing upon a set of standing rules. The committee shall also select a vice-chair who shall preside over meetings in the absence of the chair.

Art. IV §2.B Quorum shall be set at five members.

Art. IV §2.C If the committee meets to hear an appeal or to oversee impeachment proceedings, the GSG Faculty/Staff Advisor, or their designee, shall be present as an observer.

Art. IV §2.D The committee may meet in closed session if considering business, which involves personnel matters normally kept confidential by the University.

Art. IV §2.E Minutes of all meetings shall be kept.

Section 3: Constitutional Matters

Art. IV §3.A Upon receipt of a valid appeal of the constitutionality of any action taken by the GSG, the Governance Committee shall convene to consider the question. The committee shall rule on the constitutionality of the action in question no later than five school days after the receipt of said appeal.

Art. IV §3.B In all questions of constitutionality, the decision of the committee shall be by majority vote.

Art. IV §3.C The committee shall issue an opinion reflecting the reasoning behind the ruling of the majority in each decision. Committee members voting in the minority shall be entitled to submit their own joint or individual minority opinions.

Art. IV §3.D The Governance Committee shall be the highest authority in the GSG concerning all matters of interpretation of the GSG Constitution, Bylaws, legislation, Executive Orders, and all other statutes.

Art. IV §3.E The Governance Board shall have the authority to overturn any legislation, impeachment decision or disciplinary action, or Executive Order that is found to be in conflict with the GSG Bylaws or Constitution. The Governance Board serves symbolically as a ‘third branch’ of government, supplying judicial oversight and accountability.

Art. IV §3.F The committee cannot overturn a constitutional amendment approved by the Assembly for consideration in an upcoming referendum by the entire graduate student body, except in cases where the procedures by which the amendment was placed before the Assembly, or by which the Assembly disposed of the amendment, violate the procedures outlined in these Bylaws or in the Assembly’s parliamentary authority. The committee’s authority must be exercised prior to the inclusion of the amendment in a referendum placed before the entire graduate student body.

Article V:

Standing, Ad Hoc and Leadership Committees

Section 1: Leadership Committee

Art. V §1.A All elected chairs of Standing Committees who are not members of the Executive Committee shall serve as members of the Leadership Committee.

Art. V §1.B The Leadership Committee shall meet once a month, with the Chief of Staff serving as the Chair, to discuss committee progress relative to established goals and opportunities for enhancing collaboration among committees.

Art. V §1.C Committee Chairs may be invited to join Executive Committee meetings as requested by one or more Executive Officers.

Section 2: Standing Committees

Art. V §2.A All committees derive their authority from the Assembly. All committee decisions are subject to review within the Assembly and may be overturned by a majority vote of the Assembly, unless otherwise specified in these Bylaws.

Art. V §2.B Committee membership shall be open to all graduate students, as well as administrators and staff with responsibilities pertaining to the charge of any committee, who shall be non-voting.

Art. V §2.C All committees shall maintain a membership of at least three members unless otherwise specified in the committee's description below. The chair of each committee only votes in the event of a tie.

Art. V §2.D The Chief of Staff shall review committee memberships at the beginning of each legislative session and reassign committee memberships to ensure all committees meet minimum membership requirements, taking into account responsibilities and preferences of Representatives.

Art. V §2.E At the first meeting of the Assembly, a chair shall be elected for each committee from among Assembly representatives, unless such office is already specified in the Constitution or these Bylaws.

Art. V §2.E (1) Each Committee Chair is responsible for keeping their respective committee organized, progressing towards meeting and session goals, maintaining a written record of meetings and committee activities, participating in regular meetings of the Leadership Committee, and regularly communicating with the Chief of Staff.

Art. V §2.E (2) Chairs shall serve for the duration of the assembly session for which they were elected, unless removed by the Assembly at the recommendation of the Executive Committee or a majority of the respective committee's membership.

Art. V §2.F All committees shall operate under the same rules of order of the Assembly, unless the committee establishes standing rules in consultation with the VPLA and Parliamentarian. Committee standing rules shall be shared with the Chief of Staff.

Art. V §2.G All committees shall establish and publish a meeting schedule, with at least one meeting each semester. Each Committee Chair is responsible for communicating the schedule to the Chief of Staff within one month following the first meeting of the Assembly.

Art. V §2.G (1) The Chief of Staff, in collaboration with the Director of Operations, is responsible for publishing all committee meeting schedules through the official GSG website.

Art. V §2.H In addition to the standing committees outlined in the Constitution, the following are also standing committees of the GSG:

Art. V §2.H (1) Legislative Action Committee

The Legislative Action Committee shall monitor state and federal governmental policies and activities that may affect graduate students and advocate for GSG positions regarding said activities. The Legislative Action Committee is also responsible for writing legislation in response to these policies and activities to the Assembly.

Art. V §2.H (2) Local and Civic Engagement Committee

The Local and Civic Engagement committee shall monitor and support opportunities for civic engagement in consultation with the TerpsVote Coalition, or equivalent campus entity, and support graduate student representation in meetings of the City-University Partnership and College Park City Council.

Art. V §2.H (3) Community Development Committee

The Community Development Committee shall organize activities to further the social integration of graduate students from all programs.

Art. V §2.H (4) Academic Affairs Committee

The Academic Affairs Committee shall monitor University policies which pertain to the academic and professional development of graduate students, and make progress on key issues as charged by the Assembly or Executive Committee. The Committee may also develop GSG programs related to the academic and professional development of graduate students, drafting resolutions for Assembly consideration as appropriate.

Art.V §2.H (5) Diversity & Inclusion Committee

The Diversity & Inclusion Committee shall connect with and advocate for graduate students of all races, creeds, sexes, sexual orientations, gender identities, marital statuses, personal appearances, ages, national origins, political affiliations, hidden or visible disabilities, and other disadvantaged groups. They shall also work to foster a diverse and inclusive GSG community and make progress on key issues as charged by the Assembly or Executive Committee. The Committee may also draft resolutions for Assembly consideration and recommend actions to the Assembly to support inclusion initiatives.

Art.V §2.H (6) Student Affairs Committee

The Student Affairs Committee shall monitor campus-focused issues that pertain to the quality of life of graduate students including but not limited to transportation, safety, sustainability, mental health, and other relevant topics. They shall advocate on behalf of the GSG to the University Administration to improve the quality of graduate students' experiences and make progress on key issues as charged by the Assembly or Executive Committee. The Committee may also develop GSG programs related to improving graduate student welfare, drafting resolutions for Assembly consideration as appropriate.

Art.V §2.H (7) GRAD Committee

The GRAD Committee shall plan and execute the planning of GRAD. The Chief of Staff shall be responsible for directing the committee under the supervision of the Director of Operations pursuant to 1.5.B.7.

Art. V §2.I Additional Responsibilities of the Rules Committee.

Art.V §2.I (1) The Rules Committee shall be responsible for the numbering, recording, and tracking of all legislation.

Art.V §2.I (2) The Rules Committee shall be responsible for the preparation of the Assembly agenda.

Art.V §2.I (3) The Rules Committee shall be responsible for documenting outcomes of and actions taken on resolutions from the current

Assembly and the two immediately preceding Assemblies, and disseminating this information before the end of each legislative session.

Art. V §2.I (4) Procedures for Approving Multiple Guest Speakers or Presentations Exceeding 20 Minutes.

Art. V §2.I (4.a) Proposals for guest speakers may come from Representatives, Executives, or members of the campus community at large. The Vice President for Legislative Affairs and Speaker of the Assembly may reserve one guest speaker per Assembly meeting for a presentation up to 20 minutes in length. Any additional guest speakers or extended presentation lengths are subject to Rules Committee review.

Art. V §2.I (4.b) The Vice President for Legislative Affairs and Speaker of the Assembly shall notify the Rules Committee of the proposed additional guest speaker(s) and/or extended presentation(s) at the earliest possible committee meeting. The Rules Committee may recommend approval of all, part, or none of the additional guest speaker(s) and/or extended presentation(s). Majority vote is required to finalize the Rules Committee's official recommendations.

Art. V §2.J Additional Responsibilities of the Budget and Finance Committee

Art. V §2.J (1) The Budget and Finance Committee shall, to the best of its ability, reconcile all GSG accounts at the end of each legislative session, prior to transference of responsibility to a new chair and membership.

Art. V §2.J (2) The Chair of the Budget and Finance Committee, or designee, shall maintain proper books of accounts in both electronic and hard copy format. The chair shall transfer these books to a new chair when the office is transferred.

Art. V §2.J (3) The Budget and Finance Committee shall be responsible for approving exceptions to allow the purchase of bottled water less than one gallon, according to the procedures established in 7.3.D.

Art. V §2.J (4) The Budget and Finance Committee shall be responsible for approving the annual budget by a majority vote prior to the Budget coming before the Assembly.

Section 3: Committee Charges

Art. V §3.A The Assembly shall charge, at least annually, the Student Affairs, Academic Affairs, and Diversity and Inclusion Committees with current and persistent issues on which to focus for the duration of the assembly session, or until considered by the Assembly to be adequately addressed.

Art. V §3.A (1) In consultation with the Leadership Committee, the Executive Committee may also charge said committees with additional focus issues as they arise.

Section 4: Ad Hoc Committees

Art. V §4.A Ad hoc committees shall be established as deemed necessary by the Assembly.

Art. V §4.B Ad hoc committees shall operate under the same regulations as the standing committees, unless otherwise specified by the Assembly during their creation.

Article VI:

Elections Code

Section 1: Purpose

The purpose of the GSG Elections Code is to regulate the elections process for all GSG offices with regard to candidacy, campaign procedures, polling, balloting, and any and all aspects of election processes to create, maintain, and ensure a fair environment for all elections proceedings.

Section 2: Elections Committee Qualifications and Tasks

Art. VI §2.A The Vice President of Legislative Affairs & Speaker of the Assembly shall serve on the Elections Committee, although they are not required to chair the committee. In this capacity, the Vice President of Legislative Affairs & Speaker of the Assembly shall ensure that all newly elected officers and representatives are smoothly transitioned into their new roles in government.

Art. VI §2.A (1) Any member of the Elections Committee seeking elected office in the Assembly shall be required to recuse themselves from any hearings, deliberations, votes, or rulings of the committee

pertaining to their specific race.

Art. VI §2.A (2) No member of the committee may campaign for any Executive Office candidate.

Art. VI §2.A (3) Should the Chair of the Elections Committee run for any Executive position, they shall resign as Chair of the Elections Committee and a chair pro tempore shall be elected from the current committee membership for the duration of the relevant election.

Art. VI §2.A (4) The GSG Advisor, or a designee of their choosing, shall serve as the official advisor to the Elections Committee. In the event that there exists two or more GSG Advisors at a given time, the GSG Advisors shall select one from among themselves to fulfill this role.

Section 3: Scope and Authority

Art. VI §3.A Full authority on all GSG election matters shall lie with the Elections Committee, subject to the lines of authority set forth in the Constitution. The committee is empowered to establish additional policies and procedures governing elections. The committee is additionally empowered to modify electoral timelines, including reducing them to below the minimums established in this Code, in exceptional circumstances as described in section 6.16.

Art. VI §3.B All candidates must be in full compliance with this Code and any other rules outlined by the committee from the commencement of any election proceedings until the election results have been certified, publicly announced, and any appeals have been heard and considered by the Elections Committee and, if necessary, the Governance Committee. Violations of this Code and/or committee rulings, as determined by the committee, shall be grounds for a candidate's disqualification.

Art. VI §3.C The responsibility for understanding all election rules and regulations lies with the candidates, but every effort should be made by the Elections Committee to ensure that the election policies and procedures are clear.

Section 4: Manner of Elections

Art. VI §4.A A General Election to fill the positions of President, Vice President of Legislative Affairs & Speaker of the Assembly, Vice President of Financial Affairs & Student Fee Matters, and Program Representatives shall be held annually. All voting in GSG General Elections shall be web-based.

Art. VI §4.A (1) The position of President shall be elected by all current members of Graduate Student Government, also known as the currently enrolled graduate student body.

Art. VI §4.A (2) Program Representatives shall be elected solely by currently enrolled members of their respective programs.

Art. VI §4.A (3) The positions of Vice President of Legislative Affairs & Speaker of the Assembly, and Vice President of Financial Affairs & Student Fee Matters shall be elected by all Program Representatives currently serving a term in the Graduate Student Assembly. This election shall be held annually during a regular or special session of the Assembly.

Art. VI §4.B Names shall appear on the ballot in randomized order.

Art. VI §4.C No party names, logos, or slogans shall appear on the ballot, although candidates are free to include slogans or catch phrases in their candidate statement if they wish.

Art. VI §4.D Each graduate student may cast only one vote per race in the General Election.

Art. VI §4.E Each Program Representative may cast only one vote per race in the Vice Presidential elections.

Section 5: Declaration of Winners

Art. VI §5.A The winner in a given race shall be the candidate receiving a plurality of votes cast.

Art. VI §5.B The Elections Committee, in conjunction with the Elections Committee advisor, shall certify the election results. Such certification should include a letter from the Elections Committee advisor, addressed to the Assembly, verifying the results are accurate; however, this letter is not required for the results of an election to be considered valid. The results of

an election shall be considered valid upon a majority vote of the Elections Committee to certify the results.

Art. VI §5.C Announcement of the results of the election shall be made immediately after certification.

Section 6: Runoff Elections and Additional Election Procedures

Art. VI §6.A Ties in any race shall be decided by a runoff election

Art. VI §6.B If the Elections Committee determines that a runoff election is necessary, it shall be held no later than two weeks following the announcement of the election results.

Art. VI §6.C In the case of a tie in any runoff election, the winner(s) shall be determined by a majority vote of the Assembly in a vote by secret ballot.

Art. VI §6.D All campaign rules apply to runoff elections.

Art. VI §6.E At the conclusion of the General Election, should any Executive position remain vacant due to a lack of candidates or any other circumstance, it shall be filled according to the procedures outlined in Article 6.17.

Section 7: Candidate Eligibility Requirements

Art. VI §7.A Only currently enrolled graduate students may run for office in the GSG.

Art. VI §7.B Graduate students may not run for or hold more than one GSG office concurrently.

Art. VI §7.C Prospective candidates must not be expecting to graduate prior to the end of their term, as defined by the Elections Committee or bylaws this document.

Section 8: Candidate Nomination Procedures

The Elections Committee shall establish procedures for the nomination of candidates and make a public announcement concerning nominations and the timeline for the elections. Nominations shall remain open for not less than two weeks for General Elections and not less than two weeks for Midterm Elections for Executive Office vacancies, while nominations for Midterm and Special

Elections for Program Representatives shall remain open for not less than one week.

Section 9: Executive Elections Documents

Art. VI §9.A The Elections Committee shall prepare and make public appropriate election documents for all candidates for Executive Office; these documents shall be made available no later than the start of the nomination period.

Art. VI §9.B The election documents shall include:

Art. VI §9.B (1) Nomination instructions; and,

Art. VI §9.B (2) A Candidate Information Letter; and,

Art. VI §9.B (3) An Election Calendar; and,

Art. VI §9.B (4) A Candidate Agreement Statement; and,

Art. VI §9.B (5) A detailed job description of all Executive Offices; and,

Art. VI §9.B (6) A copy of this Code; and,

Art. VI §9.B (7) If available, a copy of the campus rules governing the posting of campaign material; and,

Art. VI §9.B (8) Any other form deemed appropriate by the Elections Committee

Section 10: Candidacy

Art. VI §10.A Nominees will become candidates after meeting the published requirements of the election procedure. The committee shall announce the time and date for the end of nominations` process at least one week prior to closing of nominations.

Art. VI §10.B The committee shall make public the names of all candidates no later than five business days after the close of nominations.

Art. VI §10.C In the event that the regular nominations process produces no candidate for a given position, the committee may determine and announce procedures for late nominations, or they may choose to end the election and leave the position vacant, provided that the vacancy is not for an Executive Office.

Section 11: Campaign Regulations and Procedures

Art. VI §11.A All candidates are responsible for their actions and the actions of their surrogates. Thus, surrogates must comply fully with this Code and any rules adopted by the Elections Committee that apply to the election proceedings.

Art. VI §11.B Every candidate shall be required to submit a written statement for publication under guidelines determined by the committee.

Art. VI §11.C Campaign materials shall meet current university policy including all restrictions on posting flyers.

Art. VI §11.D Candidates shall be responsible for removing all of their campaign and publicity materials posted during the campaigning period within two business days of the end of the election period.

Section 12: Campaign Finances

Art. VI §12.A The Elections Committee shall establish campaign expenditure limits equal to or less than \$100 per candidate, and shall announce these limits in the Candidate Information Letter.

Art. VI §12.B Goods and services donated in kind shall be counted toward the maximum set by the committee. Calculations of value shall be made using current, fair market prices.

Art. VI §12.C Each candidate shall maintain financial records of all money and donations received and paid out for campaigning, which shall be updated and available to the committee within two business days of being requested by the committee. All candidates for Executive Office shall be required to submit to the committee, within 5 business days of the close of the elections period, their final financial records, an archive of which shall be duly maintained by the Vice President of Financial Affairs & Student Fee Matters and made public at the request of any currently enrolled graduate student.

Section 13: Elections Code Violations/Complaints

Art. VI §13.A Any graduate student currently enrolled at the University, including any member of the Elections Committee, may file complaints regarding violations of this Code and/or any rules established by the committee regarding the election process.

Art. VI §13.B All complaints must be filed in writing to the Elections Committee. The committee shall communicate with any candidate accused of violations of the Code within two business days following receipt of the complaint.

Art. VI §13.C Complaints may be resolved informally at the discretion of the committee. If either party is dissatisfied with such a resolution, they may request an Election Code Violation Hearing, which must be granted.

Section 14: Election Code Violation Hearings

Art. VI §14.A An Election Code Violation Hearing shall be held within two business days of being requested by any party to a complaint. The specified time and place of the Hearing shall be made public by the Elections Committee, and all Hearings shall be open to the entire University community.

Art. VI §14.B The individual filing the complaint must present their case at the Hearing and demonstrate that a violation occurred by a preponderance of the evidence. If the individual fails to appear at the Hearing, the committee may dismiss the charges.

Art. VI §14.C All candidates and other individuals who are charged with violating this Code shall be given the opportunity to defend themselves at the Hearing.

Art. VI §14.D The Chair of the Elections Committee shall preside over the Hearing.

Art. VI §14.E After hearing both cases presented, the Elections Committee shall deliberate in closed session and make public their determination within one business day.

Section 15: Violation Penalties

Art. VI §15.A The Elections Committee shall impose an appropriate penalty upon any candidate or campaign if a majority of the committee determines that the candidate, or one of the candidate's surrogates, has violated this Code or any other rules governing the election process.

Art. VI §15.B If a candidate or their surrogate is found to have violated this Code or any other rules governing the election process, the Elections Committee shall vote on an appropriate penalty. The committee may choose to issue a written warning, or disqualify the candidate from the election.

Section 16: Special Circumstances

In the event of religious holidays, University-wide emergencies, and/or any other

extenuating circumstances that may interfere with the election process, the Elections Committee may change any time constraints regarding elections, including reducing minimum nomination or voting periods below the limits set in Section 6.8 of this document as a means of last resort.

Section 17: Mid-term Elections Procedures – Executives

In the event that any Executive Office becomes vacant during a legislative term for any reason, or following a general election in which an Executive Office is left unfilled:

Art. VI §17.A The Executive Committee, or its designee, shall circulate an announcement of the election to take place at the next regular or special session of the Assembly occurring at least two weeks after the announcement of the vacancy. A call for nominations for the vacant office should be announced using all available and appropriate channels.

Art. VI §17.B Nominations for the vacant office shall be formally taken from the floor during New Business at said session.

Art. VI §17.C Nominees not present at said meeting may accept their nomination through written notice submitted to the Vice President for Legislative Affairs & Speaker of the Assembly prior to the meeting.

Art. VI §17.D After nominations are closed by the Presiding Officer of the Assembly, each candidate shall be given an equal amount of time to present their platform and to answer questions from Representatives.

Art. VI §17.E After all the candidates have been heard, they will be asked to wait outside of the meeting room so that the Assembly can have a free and open discussion of the candidates in an executive session prior to voting.

Art. VI §17.F The Assembly shall vote by secret ballot.

Art. VI §17.G A plurality of votes cast, not counting abstentions, shall be required for a candidate's election.

Art. VI §17.H Election results shall be immediately tabulated and announced by a group consisting of the Presiding Officer of the Assembly, and the GSG Faculty/Staff Advisor(s) or their designee.

Section 18: Midterm & Special Elections Procedures – Program Representatives

In the event of a vacancy in any Assembly seat during a legislative term for any reason, or in the event of an eligible candidate expressing interest in filling an existing Assembly seat vacancy, a Midterm or Special Election respectively shall be held for that vacancy as follows:

Art. VI §18.A The Elections Committee shall take all necessary and appropriate steps to notify students within the program in question of any vacancies, and to notify the Assembly in the case that the vacancy results in a corresponding vacancy in the position of committee chair.

Art. VI §18.B Any interested graduate student currently enrolled in the program in question may nominate themselves for the vacant seat by contacting the Elections Committee.

Art. VI §18.C Upon receipt of such a nomination, the Elections Committee shall take all necessary and appropriate steps to inform students in the program in question that nominations for the vacant position have been received, and that a mid-term election will be held to fill the seat.

Art. VI §18.D Once the Elections Committee is reasonably confident that students in the program have been notified, the online elections system will be open for additional nominations, and the committee shall announce a closing date for the nominations period. The nominations period shall last a minimum of one week.

Art. VI §18.E Following the close of the nominations period, the Elections Committee shall announce the official ballot and open a special election period, which will be a minimum of one week in length. Students may vote for candidates within their program through the online elections system.

Art. VI §18.F Following the close of the polls, the candidate receiving a plurality of votes cast shall be declared the winner, subject to the provisions of Article 6.5.A.

Art. VI §18.F (1) In the case that no candidate receives a minimum of two votes, the Elections Committee may extend the special election period.

Art. VI §18.F (2) Should the special election period result in a tie between two or more candidates, the Elections Committee shall announce a

runoff election, following the procedures outlined in Article 6.6.

Art. VI §18.F (3) In the case of an uncontested race, or a race in which the number of vacancies exceeds the number of candidates, the Elections Committee may call an election once a candidate receives the minimum number of votes.

Art. VI §18.G The Elections Committee, in conjunction with the Elections Committee advisor, shall certify the election results. Such certification should include a letter from the Elections Committee advisor, addressed to the Assembly, verifying the results are accurate; however, this letter is not required for the results of an election to be considered valid. The results of an election shall be considered valid upon a majority vote of the Elections Committee to certify the results.

Art. VI §18.H Under ordinary circumstances, the results of the election shall be made public immediately after verification by appropriate parties; should a runoff election be required, results shall be made public following final certification of a winner by the Elections Committee.

Art. VI §18.I In the event that the outcome of the special election and a subsequent runoff election remains a tie, the winner shall be decided by a majority vote of the Assembly at its next regular or special session. Prior to said vote, each candidate is entitled to address the Assembly for no more than two minutes.

Art. VI §18.J After the candidates have been heard, they will be asked to wait outside of the meeting room so that the Assembly can have a free and open discussion of the candidates, not to exceed five minutes, prior to voting.

Art. VI §18.K The election will be conducted by secret ballot.

Art. VI §18.L A plurality of votes cast, not counting abstentions, will be required for a candidate's election.

Art. VI §18.M Election results shall be immediately tabulated and announced by a group consisting of the Presiding Officer of the Assembly, and the Elections Committee advisor.

Section 19: Special - General Elections

A Special-General Election to fill all current vacancies in the GSG, which shall comply with the rules and regulations stated above governing a General Election, and which will furthermore be considered a General Election for the purposes of satisfying other procedural requirements, such holding Constitutional amendment referenda, may be called at any time by submitting a resolution to that effect to the Assembly.

Section 20: Elections Appeals

Art. VI §20.A Upon receipt of an appeal from a candidate, the Governance Board shall rule on the decision of the Elections Committee in question no later than forty-eight hours from receipt of said appeal. The committee may uphold, overturn, or amend a decision of the Elections Committee as it deems appropriate, provided such a decision is within jurisdictional bounds as described in the Constitution and this document.

Art. VI §20.B Decisions on all appeals of Elections Committee decisions shall be by a majority vote of the committee.

Art. VI §20.C The Elections Committee shall issue an opinion reflecting the reasoning behind the ruling of the majority in each decision. Committee members voting in the minority shall be entitled to submit their own joint or individual minority opinions as described in the Constitution.

Article VII:**Financial Policies and Procedures**

Section 1: Use of the Graduate Student Activities Fee

Art. VII §1.A Purpose:

The Graduate Student Activities Fee (GSAF) has three distinct yet related purposes:

Art. VII §1.A (1) To support the advocacy and outreach activities of the Graduate Student Government (GSG) by:

Art. VII §1.A (1.a) Funding the organization's general operations and its administration of the GSAF allocation process.

Art. VII §1.A (1.b) Providing compensation, in the form of graduate assistantships and hourly wages to the GSG officers and staff who oversee the organization.

Art. VII §1.A (1.c) Funding programming that creates supportive social environments and a sense of community for the entire graduate student population.

Art. VII §1.A (2) To fund activities which contribute to the general enrichment of the graduate students' University experience by:

Art. VII §1.A (2.a) Serving the interests of the diverse student population which pays the fee.

Art. VII §1.A (2.b) Personalizing the campus experience through the support of programs for various subpopulations.

Art. VII §1.A (2.c) Creating opportunities for student participation in a wide range of activities.

Art. VII §1.A (2.d) Providing opportunities for developing student leadership and civic engagement skills

Art. VII §1.A (2.e) Supporting the professional development and career pursuits of graduate students in their chosen fields of study.

Art. VII §1.A (2.f) Supporting student-run learning experiences outside of the formal classroom.

Art. VII §1.A (3) To provide graduate students with support and information regarding University policies and legal matters through the Graduate Legal Aid Office (GLAO) by:

Art. VII §1.A (3.a) Funding the office's general operations, including compensation for office staff, which may take the form of salaries, graduate assistantships, or hourly wages.

Art. VII §1.A (3.b) Granting oversight of the GLAO to the GSG and the Faculty/Staff Advisor, who shall be responsible for approving and overseeing the GLAO operating budget.

Art. VII §1.B Available Funds

For the purpose of setting the GSG's annual budget, the amount of GSAF funds available for the following fiscal year shall be determined by the calculation of anticipated fee revenue for that year. Should the actual fee revenue differ from the anticipated amount, the budget shall be adjusted

according to the procedures set forth in 7.3.C.

Art. VII §1.C Restrictions on GSAF Expenditures

The GSAF shall not be expended in a manner which discriminates on the basis of race, color, creed, sex, sexual orientation, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability, or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution, in accordance with the University of Maryland Human Relations Code.

Art. VII §1.D The authority to review and fund requests for specific graduate student events outside the context of regular GSG programming is delegated by the University Finance Committee to the GSG with the following stipulations:

Art. VII §1.D (1) The allocation process shall be conducted with the review and advice of the University Vice President for Student Affairs or their designee.

Art. VII §1.D (2) The process of administering and allocating the GSAF should be consistent with the fee's purposes and be fair and equitable.

Art. VII §1.D (3) All graduate student groups registered in the Student Activities Reporting System (STARS), known as Graduate Student Organizations (GSO), and all students currently enrolled in a graduate degree granting program shall be given the opportunity to request funding for specific events from the GSG.

Art. VII §1.D (4) The allocation process shall include a procedure whereby GSOs or students requesting funding will receive written explanations for any funding decisions, as well as procedures whereby decisions may be appealed.

Art. VII §1.D (5) Records of the review and allocation process shall be kept by the GSG.

Art. VII §1.D (6) Appropriate checks and balances shall be adopted to ensure that funds are spent according to the specific purposes of the approved allocations, and that there is compliance with any

restrictions on allocated funds.

Art. VII §1.D (7) The funding process should balance being flexible enough to meet the changing needs of the graduate student body while providing for reasonable continuity in the funding of annual or recurring events traditionally supported by the GSAF.

Section 2: Policy for the Recommendation of GSAF Changes

The GSG and GLAO shall each receive a portion of the total GSAF. In order to request a change in the total amount of the GSAF, the GSG Assembly must approve the proposal following the procedures set forth below:

Art. VII §2.A Procedures for Adjusting the GSG's Portion of the GSAF

Art. VII §2.A (1) The Vice President for Financial Affairs and Student Fee Matters, in consultation with the Executive Committee, shall be responsible for proposing any changes to the amount of the GSAF dedicated to the GSG. If an adjustment to the fee should be necessary, the Vice President for Financial Affairs and Student Fee Matters shall forward the recommended change to the Rules Committee, who shall be responsible for creating a resolution calling for its approval.

Art. VII §2.A (2) The Vice President for Legislative Affairs and Speaker of the Assembly must notify all Representatives of the proposed fee adjustment no later than two weeks prior to the date when the vote on the recommendation is to be taken.

Art. VII §2.A (3) In order for the fee adjustment to pass, it must be approved by a minimum two-thirds majority of present and voting members of the Assembly.

Art. VII §2.A (4) In the event the Assembly recommends the fee adjustment, the President shall forward the proposal to the Committee for the Review of Student Fees (CRSF).

Art. VII §2.B Procedures for Adjusting the GLAO's Portion of the GSAF

Art. VII §2.B (1) Any recommendation to adjust the amount of the GSAF dedicated to the GLAO must be initiated by the GLAO or the GSG Executive Committee. If an adjustment to the fee should be necessary, the GLAO must submit to the GSG Executive

Committee a proposal that includes, at minimum, the following information:

- Art. VII §2.B (1.a)* Background information on the GLAO,
- Art. VII §2.B (1.b)* The GLAO's current operating budget,
- Art. VII §2.B (1.c)* The proposed adjustment to the fee,
- Art. VII §2.B (1.d)* A new budget proposal detailing how the adjustment would affect the office's spending,
- Art. VII §2.B (1.e)* A rationale for the proposed adjustment,
- Art. VII §2.B (1.f)* Potential outcome should the adjustment fail to be approved; and
- Art. VII §2.B (1.g)* Whether special or exigent circumstances exist that necessitate Expedited Review

Art. VII §2.B (2) General Review

Art. VII §2.B (2.a) For the General Review to occur, the proposal must be submitted to the Executive Committee no later than two months before the deadline for submitting proposed adjustments to the Committee for the Review of Student Fees (CRSF). The Executive Committee reserves the right to require more detailed or additional information from the GLAO as necessary and shall submit such a request to the GLAO in writing.

Art. VII §2.B (2.b) Within two weeks of its receipt, the Executive Committee shall vote whether or not to approve the adjustment proposal. If approved by the Executive Committee, the proposal shall be forwarded to the Rules Committee, which shall be responsible for creating a resolution calling for its approval.

Art. VII §2.B (2.c) The Vice President for Legislative Affairs and Speaker of the Assembly must notify all Representatives of the proposed fee adjustment no later than two weeks prior to the date when the vote on the recommendation is to be taken.

Art. VII §2.B (3) Expedited Review

Art. VII §2.B (3.a) The GSG and the GLAO acknowledge that despite good faith efforts to plan fee adjustments well in advance of CRSF deadlines, exigent or special circumstances may

arise that necessitate the expedited review of a proposal for fee adjustment. Expedited Review shall only be available when exigent or special circumstances exist that make the timelines set forth in 7.2.B.2 implausible or impossible to satisfy.

Art. VII §2.B (3.b) Exigent or special circumstances include, but are not limited to:

Art. VII §2.B (3.b.1) Unforeseen events occur or information is learned after General Review deadlines that substantially impacts GLAO; and

Art. VII §2.B (3.b.2) Failure of the University or State of Maryland to provide information for determining that a fee adjustment is necessary in a timely fashion

Art. VII §2.B (3.c) If the GLAO believes that exigent or special circumstances exist that necessitate an expedited review of a request for a fee adjustment, the GLAO shall submit a proposal to the Executive Committee within ten business days of discovering or receiving notice of the special or exigent circumstances. The proposal must satisfy requirements set forth in 7.2.B.1.

Art. VII §2.B (3.d) Upon receipt of a proposal requesting expedited review, the Vice President for Legislative Affairs and Speaker of the Assembly, or other Executive Committee member, shall concurrently provide the Rules Committee and all Representatives of the proposed fee adjustment that requests Expedited Review as soon as reasonably practicable or within 3 business days.

Art. VII §2.B (3.e) The Executive Committee determines by a majority vote that the proposal satisfactorily demonstrates special or exigent circumstances exist to justify Expedited Review.

Art. VII §2.B (3.f) The Executive Committee shall determine by a majority vote if the proposal satisfactorily demonstrates special or exigent circumstances exist to justify Expedited

Review within 3 business days. The Executive Committee reserves the right to require more detailed or additional information from the GLAO as necessary and shall submit such requests to the GLAO in writing.

Art. VII §2.B (3.g) If exigent or special circumstances exist, the GSG President shall convene a Special Meeting in accordance with their authority under Article 4 of the GSG Constitution.

Art. VII §2.B (3.h) If the Special Meeting is to be convened before the requirements set forth in 2.3.C can be satisfied, a motion shall be put forth at the Special Meeting requesting the Assembly vote to approve the legislation for immediate consideration under the authority set forth in 2.3.E.

Art. VII §2.B (3.i) Any legislation voted on by the Assembly under Expedited Review must be limited in scope to the fee adjustment proposal requesting Expedited Review and shall not include any additional legislative items or provisions

Art. VII §2.B (4) In order for the fee adjustment to pass, it must be approved by a minimum two-thirds majority of all present and voting members of the Assembly.

Art. VII §2.B (5) In the event the Assembly recommends the fee adjustment, the Vice President of Financial Affairs and Student Fee Matters shall forward the proposal to the CRSF.

Section 3: The Graduate Student Government Budget

Art. VII §3.A The GSG Operating Budget

Art. VII §3.A (1) Each Spring semester, the Vice President for Financial Affairs and Student Fee Matters, in consultation with the Executive Committee, shall prepare an operating budget for the following fiscal year. After the conclusion of elections for the following year's officers, the Vice President for Financial Affairs and Student Fee Matters Elect is encouraged to participate in the crafting of the budget.

Art. VII §3.A (2) The budget shall include:

Art. VII §3.A (2.a) Salaries for elected and appointed officials of the GSG who are paid through the organization's budget.

Art. VII §3.A (2.b) Administrative and operating expenses for the GSG.

Art. VII §3.A (2.c) Social events and other programming paid for by the GSG.

Art. VII §3.A (2.d) Funds to support events organized by graduate students and funded through the Event Funding Request (EFR) process.

Art. VII §3.A (2.e) Funds to offer additional support to graduate students' professional development and research through the Grants for Graduate Students (GFG) program.

Art. VII §3.A (2.f) Such other items and expenses shall be deemed necessary to carry out the mission of the GSG.

Art. VII §3.A (3) The budget shall be submitted in line item format in accordance with the standard procedures and practices followed by University departments and units.

Art. VII §3.A (4) The budget for each fiscal year shall be available to the Assembly for consideration no later than 1 June of the previous fiscal year.

Art. VII §3.B Procedures for Legislative Approval

Art. VII §3.B (1) The Vice President for Financial Affairs and Student Fee Matters shall submit the completed budget to the Rules Committee. The committee shall report the budget to the Assembly, attached to an act calling for its adoption, which shall be sponsored by the Vice President for Financial Affairs and Student Fee Matters. The act shall be immediately placed on the agenda of the next meeting of the Assembly.

Art. VII §3.B (2) The Assembly shall have the right to amend the proposed budget by revising individual line items, though the total amount of the allocation must remain the same as originally proposed.

Art. VII §3.B (2.a) The dollar amount of individual line items may be increased or decreased and lines may be deleted from or added to the budget.

Art. VII §3.B (2.b) Amendments that affect a single line item change or a group of related or separate changes may be proposed, but in the latter case, any motion to divide the question and call for a single vote on each proposed change shall be automatically approved without being subject to a vote.

Art. VII §3.B (2.c) All amendments shall be considered in accordance with the standing rules of the Assembly.

Art. VII §3.B (3) Once all amendments have been resolved, the Assembly shall vote on whether to approve the budget as a whole. Approval of the budget requires a simple majority vote.

Art. VII §3.C Revision

Art. VII §3.C (1) At such times as it may be deemed necessary, the Vice President for Financial Affairs and Student Fee Matters, in consultation with the President and the Budget and Finance Committee, may revise the budget to account for unplanned expenditures, shifting priorities, or unforeseen changes in the amount of money available to the GSG, subject to the provisions below.

Art. VII §3.C (2) Changes to the budget shall constitute a revision requiring Assembly approval if such changes:

Art. VII §3.C (2.a) Call for the introduction or deletion of any line items not in the primary budget as last approved or revised by the Assembly or for the transfer of funds from one category within the budget to another (except in such cases as dealt with in Article 7.3.C.5).

Art. VII §3.C (2.b) Involve a change in the total amount of the operating budget as last approved or revised by the Assembly.

Art. VII §3.C (3) Any such revision shall be subject to approval by a majority vote of the Assembly and shall follow the procedures outlined

in Article 7.3.B.

Art. VII §3.C (4) Changes which call for the transfer of funds between line items within the same category of the budget shall not constitute a revision and may be approved automatically by the Vice President for Financial Affairs and Student Fee Matters, in consultation with the President and Budget and Finance Committee.

Art. VII §3.C (5) If there are unspent funds remaining in any line item of the budget following the last regularly scheduled Assembly meeting of a session, the Vice President for Financial Affairs and Student Fee Matters, in consultation with the President and Budget and Finance Committee, may move funds between budget lines or categories, subject to the following stipulations:

Art. VII §3.C (5.a) Any transfers, along with their rationale, must be communicated to the Assembly via email, and must be summarized in the final report of the Vice President for Financial Affairs and Student Fee Matters.

Art. VII §3.C (5.b) Transfers may only be made into existing line items in the operating budget.

Art. VII §3.C (5.c) Transfers may not be made to increase hourly wages.

Art. VII §3.D Additional Restrictions on Expenditures

Art. VII §3.D (1) The budget shall not allocate funds for the purchase of bottled water less than one gallon, except as provided for under the conditions described below:

Art. VII §3.D (1.a) The purchase is for an event funded through the EFR process; and

Art. VII §3.D (1.b) The GSG or the planners of the event can demonstrate to the Budget and Finance Committee that there are no sustainable alternatives to bottled water, or that those alternatives present an undue financial or logistical burden; and

Art. VII §3.D (1.c) The Budget and Finance Committee (BFC) approves of the exception.

Art. VII §3.E Spend Down

Art. VII §3.E (1) “Spend Down” is defined as monies leftover in the GSG Budget at the end of Spring Semester before the end of the fiscal year (July 1), that cannot be utilized under GSG Spending Bylaws in any budgetary capacity.

Art. VII §3.E (2) With the presentation of the Annual GSG Budget for the subsequent fiscal year in the May Assembly meeting, either the GSG President or Vice President of Financial Affairs and Student Fee Matters, will bring the projected spend down amount forward to the GSG Assembly for discussion for the allocation of its funds.

Art. VII §3.E (3) The Assembly will generate a finalized list of potential allocations by the conclusion of the May General Assembly meeting, to be narrowed down by the Executive Committee. The options will be brought forth for a vote during the May General Assembly meeting whereby a majority vote will determine the allocation of the Spend Down funds.

Art. VII §3.E (4) The decision to allocate the Spend Down funds to the majority-voted option may be debated upon the Assembly floor if the assembly determines that further discussion is warranted.

Art. VII §3.E (5) Potential allocations of funds may be brought forth earlier than the May General Assembly Meeting to be considered for voting during the May General Assembly Meeting.

Art. VII §3.E (6) If in the event that it is to be predicted that quorum may not be reached in the May GSG General Assembly meeting to vote upon the Spend Down allocations, the assembly may vote during the April General Assembly Meeting to decide upon the allocation of the Spend Down monies.

Art. VII §3.E (7) If quorum is not met in the May General Assembly meeting for which the voting of the Spend Down allocation is to occur, then the decision to allocate the Spend Down Funds will be decided upon by the Executive Committee.

Art. VII §4.A The GSG shall provide the President and Director of Operations with full graduate assistantships to be awarded on a twelve month basis. The terms of the assistantships shall begin July 1 and run concurrently with the terms of office and the fiscal year.

Art. VII §4.B The GSG shall provide the Vice President of Financial Affairs and Student Fee Matters and Vice President of Legislative Affairs and Speaker of the Assembly with a half graduate assistantships to be awarded on a twelve month basis. The term of the assistantships shall begin July 1 and run concurrently with the terms of office and the fiscal year.

Art. VII §4.C The GSG shall provide the Chief of Staff with an hourly paid position with hours and compensation rates as defined by the annual budget.

Art. VII §4.D Stipend levels for all assistantships will be set at the rate established by Stamp Student Union and Office of Campus Programs, while hourly compensation rates for executive hourly staff shall be set by the Assembly in accordance with all relevant state, federal, and University payroll guidelines.

Art. VII §4.E The stipends and hourly pay rates associated with officers and staff members of the Executive Board may only be withheld in conjunction with their resignation or removal from office by impeachment.

Section 5: Procedures for Funding Events

Art. VII §5.A Proposals for graduate student event funding may be made by:

Art. VII §5.A (1) Any graduate student organization (GSO) registered with the Office of Campus Programs in accordance with the Graduate Student Organizations registration guidelines. Eligible GSOs must have graduate students as their principal officers, and must have a minimum of fifty-percent of their student members be registered graduate students.

Art. VII §5.A (2) Any student currently enrolled in a graduate degree granting program.

Art. VII §5.A (3) Any University office or department, as long as the proposed event will benefit graduate students.

Art. VII §5.B Funding shall not be allocated to events that meet the following criteria:

Art. VII §5.B (1) An event that denies participation or attendance to any currently enrolled graduate student. Participation and attendance must be open to all graduate students. When limits on the number of participants are necessary, the GSO or graduate student applying for funding (hereafter “planning entity”) must clearly state the maximum number of participants and the reason behind any restrictions, which must comply with the restrictions set forth in Article 7.1.C.

Art. VII §5.B (2) An event that is more than one mile of walking distance away from Stamp Student Union or is on university owned or operated properties.

Art. VII §5.B (3) An event that is engaged in activities that result in personal financial gain for individual members of the planning entity (not precluding the payment of wages or honoraria pursuant to a supervised contract for services).

Art. VII §5.B (4) An event at which graduate students are not expected to constitute a majority of the attendees/participants, unless the event is intended to provide opportunities for developing student leadership and civic engagement skills or support student-run learning experiences outside of the formal classroom.

Art. VII §5.C Funding Limits

Art. VII §5.C (1) Each EFR will normally be limited to five- or ten-percent of the total amount of money allocated to the funding of EFRs by the GSG operating budget.

Art. VII §5.C (2) If a GSO or department submits an EFR that requests more than five-percent of the EFR budget, then such requests must be formally presented to the Assembly for approval.

Art. VII §5.C (3) No EFR submitted by an individual graduate student may be approved for more than five-percent by either the BFC or the Assembly. No EFR submitted by a GSO or department may be

approved for more than ten-percent by the Assembly.

Art. VII §5.C (4) EFR events may only be funded from the budget of the fiscal year in which they occur.

Art. VII §5.C (5) No BFC may approve funding for an event that takes place in a subsequent fiscal year.

Art. VII §5.D Procedures for Considering Event Funding Requests

Art. VII §5.D (1) In order to be eligible for funding, each planning entity requesting funds from the GSG must submit an EFR at least three weeks before the date of the event. Under extraordinary circumstances, the BFC may consider EFRs submitted after this deadline at its discretion. The GSG shall accept only one EFR per event. In the case that a revision is necessary, the BFC shall consider revised budgets provided the following:

Art. VII §5.D (1.a) The reason for and necessity of the change is fully explained in the revision.

Art. VII §5.D (1.b) The revision is submitted sufficiently in advance of the event for the BFC to consider it.

Art. VII §5.D (2) Each EFR should include but need not be limited to:

Art. VII §5.D (2.a) In the case of proposals by GSOs, the group's vision, mission, and goals.

Art. VII §5.D (2.b) In the case of proposals by individuals, a list of individuals involved in planning the event.

Art. VII §5.D (2.c) A description of the event that includes its priorities or goals.

Art. VII §5.D (2.d) A marketing plan.

Art. VII §5.D (2.e) A listing of any fees that will be charged for attendance at the event.

Art. VII §5.D (2.f) Whether or not the event is being co-sponsored by another organization. If so, the EFR should include the estimated or committed amount of that group's contribution.

Art. VII §5.D (2.g) The date, time, and location of the event.

Art. VII §5.D (2.h) An assessment of who will most likely attend the event, the total number of attendees expected, and past attendance numbers, if applicable.

Art. VII §5.D (2.i) A line item budget including a detailed description of each expenditure.

Art. VII §5.D (3) All EFRs must be submitted through the online EFR system.

Art. VII §5.D (4) If the planning entity has other sources of funding, those amounts and any requirements for such funding must be disclosed, and contact numbers for any other funding entities must be included with the EFR. The BFC reserves the right to verify the accuracy of the information provided, and reevaluate funding decisions if new information becomes available. If the planning entity has access to significant funding from sources outside the GSG, the BFC or the Assembly should set GSG funding levels accordingly.

Art. VII §5.D (5) Given the Assembly is in recess during the months of June and July, no EFRs for more than five-percent of the yearly EFR budget may be funded during that period. EFRs for events taking place in August that request more than five-percent may only be funded if there is adequate time for the Assembly to consider the EFR before the event takes place, according to the timelines established in Article 7.5.G.

Art. VII §5.E Additional restrictions on EFR expenditures:

Art. VII §5.E (1) Advertising

Any newspaper, poster, flyer, handbill, or other form of advertising for an event which has received funds from the GSG and is to be displayed on campus must have the following clause printed on it: "This event/program/function is funded in part by your Graduate Student Activities Fee and is open to the entire graduate student community."

Art. VII §5.E (2) Funding Cap

The total funding a student organization can receive through the EFR process is capped at 10 percent of the total amount allocated to EFR in one fiscal year.

Art. VII §5.E (3) The GSG will not fund the following:

Art. VII §5.E (3.a) Capital expenditures

Art. VII §5.E (3.b) The purchase of alcoholic beverages, drugs, or other illegal substances

Art. VII §5.E (3.c) Salaries

Art. VII §5.E (3.d) Direct payments to philanthropic organizations or charities

Art. VII §5.E (3.e) Clothing

Art. VII §5.E (3.f) National and Regional Dues/Fees/Registrations

Art. VII §5.E (3.g) Gifts, Awards, Plaques, Certificates, or Trophies

Art. VII §5.E (3.h) Decorations

Art. VII §5.E (3.i) The purchase of bottled water less than one gallon, except as provided for under the conditions described in 7.3.D.1.

Art. VII §5.F Procedures for the Review of Funding Requests under Five-Percent

Art. VII §5.F (1) The BFC will review all requests for funding that are five-percent or less of the yearly EFR budget and decide what level of funding to award each request.

Art. VII §5.F (2) All eligible GSOs, departments, or graduate students will be given the opportunity to present their funding requests in writing and, should they desire, in a formal presentation to the BFC. The planning entity may request such a presentation, or the BFC may ask the entity for a presentation (lasting no more than fifteen minutes) when the committee finds it necessary to facilitate the allocation decision process.

Art. VII §5.F (3) The BFC will provide the planning entity with a decision within seven calendar days of the original submission of the EFR.

Art. VII §5.F (4) Any urgent requests for monies in a time frame less than the required three weeks must be approved for consideration by the Vice President for Financial Affairs & Student Fee Matters before coming before the BFC.

Art. VII §5.G Procedures for the Review of Funding Requests over Five-Percent

Art. VII §5.G (1) Providing that there are EFR funds still exceeding five-percent of the yearly EFR budget available, requests for funds exceeding five-percent of the yearly EFR budget must be presented to the Assembly for approval. Since the Assembly meets once each month during the session, requests for more than five-percent of the EFR budget must be submitted at least six weeks prior to the event date to allow for a presentation to be scheduled. The BFC may provisionally approve such an EFR for a lesser amount (not to exceed five-percent of the yearly EFR budget); should the planning entity decide before the date of its presentation to the Assembly to lower the request to the amount provisionally approved by the BFC, the entity may forego an appearance before the Assembly and be approved through the normal EFR process.

Art. VII §5.G (2) The BFC shall submit to the Assembly its funding recommendations in the form of a report which shall be treated as a main motion on the agenda of the Assembly meeting in question.

Art. VII §5.G (3) After the presentation of the report, the planning entity must make its presentation no longer than five minutes and answer such questions as the Assembly may have.

Art. VII §5.G (4) When the EFR comes before the Assembly for consideration, the Vice President for Financial Affairs and Student Fee Matters or another member of the BFC shall present the committee report to the Assembly and explain its recommendations.

Art. VII §5.G (5) Upon the conclusion of the planning entity's presentation, the Assembly shall immediately move to consideration of the question on whether to accept the committee's recommendations. The Assembly shall debate the recommendations of the committee report according to its standard procedures, and amendments to them shall be in order.

Art. VII §5.G (6) Once the time allotted for debate has elapsed and all amendments have been considered, the Assembly shall vote on

the committee's recommendations (as amended, if applicable).

Art. VII §5.G (7) Once the total allotted amount has been decided upon, the planning entity will be immediately informed of the Assembly's decision by the Presiding Officer of the Assembly.

Art. VII §5.G (8) The BFC will have five days to specify which line items the money should be allocated toward, and to inform the planning entity of their decision.

Art. VII §5.H EFR Appeal Process

Art. VII §5.H (1) Appeal process to the BFC

Art. VII §5.H (1.a) Any appeal must be filed within forty-eight hours of the announcement of the funding decision. The appeal must be submitted by email, and should clearly state the grounds for the appeal.

Art. VII §5.H (1.b) The appeal should be carefully reasoned, detailing why the planning entity thinks that the decision is unfair or unfounded. Including possible changes to the event and EFR that might satisfy the BFC's concerns is welcome and encouraged.

Art. VII §5.H (1.c) The BFC will consider the appeal, make its decision, and notify the planning entity within forty-eight hours of its receipt of the appeal.

Art. VII §5.H (1.d) In the event of a denial of the appeal, the organizers may appeal to the Assembly as described below.

Art. VII §5.H (2) Appeal process to the Assembly

Art. VII §5.H (2.a) Any appeal must be filed at least forty-eight hours prior to the Assembly meeting at which the appeal is to be presented. Because meetings are only held once a month during each session, planning entities should consider this when submitting their EFR.

Art. VII §5.H (2.b) The appeal should be carefully reasoned, detailing why the planning entity thinks that the decision is unfair or unfounded.

Art. VII §5.H (2.c) Once added to the Assembly meeting agenda, the planning entity will have four minutes to present its appeal and five minutes to answer the Assembly's questions.

Art. VII §5.H (2.d) The Assembly shall then review the appeal and vote on whether to uphold the BFC's ruling. The Assembly's decision shall be final, and not subject to appeal.

Art. VII §5.I Letter/Email of Award

When funds are approved for an event, the BFC will issue a letter/email of award to the planning entity. This letter of award will constitute the GSG's official commitment to fund the event, and it should be accompanied by the approved budget when presented to other campus units for disbursement of funds.

Art. VII §5.J Post Event Report

After the completion of any event that has received EFR funding, the planning entity must submit a short description of the event sign-up sheet, advertising materials mentioning the funding support from GSG, and photographs, to the GSG within two weeks of the event. This information may be posted to the GSG website. By the end of second week, the Vice President for Financial Affairs and Student Fee Matters will send an email reminder to the student organization if they have not submitted the post event report. Failure to submit this report within four weeks of the event will result in automatic sanctions that make the planning entity ineligible for funding for a full calendar year.

Art. VII §5.K Sanctions

Art. VII §5.K (1) If a planning entity does not submit a post event report within two weeks of its EFR event, the Vice President for Financial Affairs and Student Fee Matters shall send an email to the planning entity reminding it of the required report and that failure to submit a report within four weeks of the event will result in sanctions. If a report is not submitted, the Vice President for Financial Affairs and Student Fee Matters shall email the planning entity with the following information:

Art. VII §5.K (1.a) An announcement of the start of the sanction period

Art. VII §5.K (1.b) The date on which the sanction will expire,

Art. VII §5.K (1.c) An explanation of the appeal procedures outlined in Article 7.5.K.2.

Art. VII §5.K (2) Appeals to these sanctions may be submitted to the Assembly for consideration at any time prior to the expiration of the period of ineligibility. Any such appeal shall be considered using the following procedures:

Art. VII §5.K (2.a) The appeal must be filed with the Vice President for Legislative Affairs and Speaker of the Assembly at least three weeks prior to the Assembly meeting at which the planning entity wishes to present its appeal. After verifying with the Vice President for Financial Affairs and Student Fee Matters that the group has been sanctioned, the Vice President for Legislative Affairs and Speaker of the Assembly shall schedule the appeal at an appropriate place in the agenda of the next Assembly meeting.

Art. VII §5.K (2.b) At the meeting at which they are to present, the sanctioned planning entity will have four minutes to present its appeal and five minutes to answer the Assembly's questions. The appeal should be carefully reasoned, detailing why the planning entity thinks that the decision is unfair or unfounded, or explaining why an exception to the GSG's policies should be made.

Art. VII §5.K (2.c) The Vice President for Financial Affairs and Student Fee Matters, or their designee, should present the background for the BFC's decision.

Art. VII §5.K (2.d) The Assembly shall then review the appeal and vote on whether to lift the sanctions. The Assembly's decision shall be final, and not subject to appeal.

Art. VII §5.L EFR Conflict of Interest Transparency

When an Event Funding Request (EFR) is submitted the applicant Graduate Student Organization (GSO) must list all GSG members that are also members of their GSO. This is inclusive of program representatives and members of the Budget and Finance Committee (BFC). GSG members that are members of the applicant GSO as defined by the organization's bylaws and/or constitution, will not be allowed to vote on any funding decisions within the BFC (if they are committee members) or Assembly meetings. These GSG members must identify themselves before discussion begins at Assembly meetings and excuse themselves from closed discussion and voting at Assembly meetings for funding requests exceeding 5% of the EFR budget, as detailed in 7.5.G.1. Failure of the GSO to identify GSG representative members may result in sanctions as

detailed in 7.5.K

Art. VII §5.M BFC committee members that fail to identify themselves as concurrent members of the applicant GSO will be (1) removed from the BFC for the remainder of their tenure as a graduate student and (2) will not be allowed to vote on funding decisions for the remainder of their tenure as GSG representatives. GSG representatives that fail to identify themselves during Assembly meeting discussions detailed in 7.5.G.1 will not be allowed to vote on funding decisions for the remainder of their tenure as GSG representatives. GSG members who are also members of the applicant GSO as defined above, cannot represent the GSO for funding requests that require approval before the General Assembly or the BFC.

Art. VII §5.N BFC Best Practices

The Budget and Finance Committee (BFC) will maintain a Best Practices document to be freely available to Graduate Student Organizations (GSOs) submitting Event Funding Requests (EFRs). These Best Practices will be guidelines for the operation of the BFC in reviewing and awarding EFRs and shall provide guidance to GSOs to aid the completion of successful applications. The Best Practices will be eligible for review and discussion within the BFC and should be regularly updated by the Vice President for Financial Affairs and Student Fee Matters and the committee members according to the changing needs of the Graduate Student Government (GSG).

Section 6: Grants for Graduate Students (GFG)

Art. VII §6.A The purpose of grants for graduate students (GFG) is to offer additional support to graduate students' professional development and research. GFG can be used to pay for:

Art. VII §6.A (1) Costs of presenting at a conference, including travel, accommodation, and registration.

Art. VII §6.A (2) Costs of conducting research. Any research expense that is related to a degree requirement or career advancement is an allowable expense. Two types of expenses explicitly not covered by GFG are human subjects compensation (e.g. for psychology experiments or ethnographic data collection) and laboratory equipment (e.g. consumables like test tubes).

Art. VII §6.B Evaluation of applications will be done by the Budget and Finance Committee, with ethical rules regarding EFRs in place. Applicants are expected to hear back from the selection committee approximately one month after their submission.

Art. VII §6.C Eligibility

Art. VII §6.C (1) Graduate students currently enrolled in a graduate degree-granting program.

Art. VII §6.C (2) The conference attended must be in the applicant's academic field, or in a closely related field.

Art. VII §6.D Selection Criteria

Art. VII §6.D (1) The primary consideration in awarding a grant is the importance of presenting at conferences or conducting research to the student's degree or career. An ideal applicant will be conducting research that will help them to complete or advance their research or to go on the job market. An ideal applicant is presenting dissertation or thesis research at a venue where they can receive substantive feedback that will help them advance in their career.

Art. VII §6.D (2) Applications should demonstrate a strong need for funding. Applicants should list sources of funding that might reasonably be available to them, and explain why they cannot meet the student's needs.

Art. VII §6.D (3) A conference in another discipline, or one that draws an interdisciplinary audience, may be appropriate if the student's research incorporates elements methodologies from another field.

Art. VII §6.E Funding Limits

Art. VII §6.E (1) Each grant shall be limited to 20% of the budget allocated to Grants for Graduate Students (GFG).

Art. VII §6.E (2) Each graduate student shall be limited to one grant per fiscal year.

Art. VII §6.E (3) Grants can only be funded from the budget of the fiscal year in which they occur; for the purposes of conferences and events that fall in July or August, the fiscal year will be considered to include these months as well, provided that all disbursements are completed no later than the end of the fiscal year in June.

Art. VII §6.E (4) Students will receive funding only in advance; GSG cannot do reimbursements.

Art. VII §6.F Applications should contain:

Art. VII §6.F (1) A description of the significance of conducting research or presenting at the conference to the student's career.

Art. VII §6.F (2) A confirmation letter for the conference presentation and/or an endorsement letter from the student's research advisor.

Art. VII §6.F (3) An updated CV.

Art. VII §6.F (4) Documents relevant for reimbursement or purchases if your application is approved.

Article VIII:

Graduate Legal Aid

Section 1: Authority

Art. VIII §1.A In cooperation with the Division of Student Affairs, the GSG shall maintain and oversee the Graduate Legal Aid Office (GLAO).

Art. VIII §1.B A delegate from the Division of Student Affairs, currently the Assistant Director for Engagement, and the GSG President, on behalf of the Executive Committee, shall jointly exercise supervisory authority over the administrative affairs of GLAO.

Section 2: GLAO's Mission and Vision

Art. VIII §2.A GLAO's mission is to advise the University of Maryland, College Park's diverse graduate student population of their legal rights in a culturally competent, compassionate, and supportive setting.

Art. VIII §2.B GLAO's purpose is to:

Art. VIII §2.B (1) Counsel graduate students in one-on-one consultations, assist them in resolving their legal disputes, and provide them

the resources to help navigate the US legal system;

Art. VIII §2.B (2) Advise and represent graduate students charged with violating the University's Codes of Academic Integrity and Student Conduct; and

Art. VIII §2.B (3) Help graduate students avoid unnecessary legal issues through legal education programs and outreach initiatives.

Section 3: Rights and Responsibilities

Art. VIII §3.A The GSG and Student Affairs Delegate shall, within these parameters, and subject to all state laws and rules regarding the practice of law by attorneys, respect the operational autonomy of GLAO and shall not have direct access to GLAO case files or client information.

Art. VIII §3.B The day-to-day finances of GLAO shall be handled directly by the Student Accounts Office, Office of Campus Programs. Routine spending authority is delegated by these Bylaws to GLAO.

Section 4: Oversight

Art. VIII §4.A GLAO should be in regular conversation with GSG about its operations. At least four meetings per year shall take place between GLAO and GSG's Executive Board. These meetings shall serve to inform GLAO about feedback from graduate students and to inform GSG about any changes to the GLAO Budget and plans for the following fiscal year, related to the Graduate Activities Fee.

Art. VIII §4.A (1) The first meeting should take place in September. The Executive Board should reach out to GLAO or the Assistant Director of Student Engagement to schedule this meeting.

Art. VIII §4.A (2) The second meeting should take place immediately before or following Thanksgiving Break. GLAO should present what they have done during the Fall semester, trends they see, and anything that would affect their budget planning.

Art. VIII §4.A (3) The third meeting should take place in the beginning of February. Any changes to the GSG Budget should be discussed at this time.

Art. VIII §4.A (4) The fourth meeting should take place at the end of April, in order to give contextual information regarding the Assembly budget vote in May.

Art. VIII §4.B End of the Year Report to the Assembly

Art. VIII §4.B (1) The GLAO End of the Year Report shall be due to the Student Affairs Delegate and the GSG President no later than 1 June.

Art. VIII §4.B (2) The GLAO End of the Year Report shall include the number of cases worked to date by GLAO during the current fiscal year, topical breakdown of cases, any additional information GLAO personnel wish to submit, and any additional information requested by the Executive Board, subject to all state laws and rules regarding the practice of law by attorneys. Requests for additional information from the Executive Board must be submitted, in writing, to GLAO by 1 May.

Section 5: Budget and Fees

Art. VIII §5.A As an Executive agency of the GSG, all GLAO budgetary matters shall be administratively processed through the Executive Committee.

Art. VIII §5.B The Assembly shall have final authority over all GLAO budgetary allocations and approvals.

Art. VIII §5.C Budget Request Submission

Art. VIII §5.C (1) GLAO shall submit to the GSG President an annual budget proposal for the fiscal year beginning on 1 July no later than 15 May.

Art. VIII §5.C (2) The Executive Committee shall review the GLAO budget proposal, amend it as necessary, and submit it in the form of legislation to the Rules Committee for the consideration of the Assembly before the end of the fiscal year in which the budget is presented.

Art. VIII §5.D In the event that GLAO desires to seek an adjustment to their portion of the GSAF, it shall follow the procedures outlined in Article

7.2.B.

Art. VIII §5.E Budget Revision

Art. VIII §5.E (1) At such times as it may be deemed necessary, the Director of the GLAO, in consultation with the GSG President and Assistant Director for Engagement, may revise the budget to account for unplanned expenditures, shifting priorities, or unforeseen changes in the amount of money available to the GLAO, subject to the provisions below.

Art. VIII §5.E (2) Changes to the budget shall constitute a revision requiring Assembly approval if such changes:

Art. VIII §5.E (2.a) Call for the introduction or deletion of any line items not in the primary budget as last approved or revised by the Assembly or for the transfer of funds from one category within the budget to another (except in such cases as dealt with in Article 8.5.D.)

Art. VIII §5.E (2.b) Involve a change in the total amount of the operating budget as last approved or revised by the Assembly.

Art. VIII §5.E (3) Any such revision shall be subject to approval by a majority vote of the Assembly and shall follow the procedures outlined in Article 7.3.B.

Art. VIII §5.E (4) Changes which call for the transfer of funds between line items within the same category of the budget shall not constitute a revision and may be approved by the GSG President and Assistant Director for Engagement in consultation with the Executive Committee.

Art. VIII §5.E (5) If there are unspent funds remaining in any line item of the budget following the last regularly scheduled Assembly meeting of a session, the procedures outlined in 7.3.C.4 also apply to the GLAO budget.

Article IX:**Amendments to These Bylaws**

Section 1: Approval